

Change  
No. 1

KNGR 608-2

State of Kansas, Military Division  
The Adjutant General's Department  
Topeka, Kansas, 16 November 1983

PERSONAL AFFAIRS

RECORD OF EMERGENCY DATA AND SERVICEMEN'S GROUP LIFE INSURANCE

THIS CHANGE UPDATES KNGR 608-2 FOR ALL KANSAS ARMY NATIONAL GUARD UNITS.

KNGR 608-2, dated 1 June 1983, is changed as follows:

1. Insert the following pages in sequence and remove pages as shown below:

<u>Old Page</u>	<u>New Page</u>
4	+4
5	+5

2. Make the following pen and ink change to the index page as follows:

VA Form 29-8285 . . . . .	10	4
Review and Update of DD Form 93, DA Form 41 and		
VA Form 29-8286 . . . . .	11	4
DD Form 93, Privacy Act Statement . . . . .	12	5

SECTION IV - COUNSELING


Counseling Requirements . . . . .	13	5
Coverage After Separation . . . . .	14	5

3. This change will be recorded as appropriate at Appendix A, KNGR 310-1, Index of Regulations.
4. This sheet to be filed in front of the publication for reference purposes.

BY ORDER OF THE GOVERNOR:

OFFICIAL:

RALPH T. TICE  
MG, KSARNG  
The Adjutant General

  
GLEN D. ALEXANDER  
COL, GSWT, KSARNG  
Chief of Staff

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INCLUDES CHANGE 1

Kansas National Guard Regulation  
Number 608-2 (Army)

\*KNGR 608-2

State of Kansas, Military Division  
The Adjutant General's Department  
Topeka, Kansas, 1 June 1983

PERSONAL AFFAIRS

RECORD OF EMERGENCY DATA AND SERVICEMEN'S GROUP LIFE INSURANCE

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THIS REGULATION IMPLEMENTS AND THE PROVISIONS OF THE SERVICEMEN'S GROUP LIFE INSURANCE LAW, NGR 608-2 AND THOSE PORTIONS OF AR 608-2 AND 600-10 PERTAINING TO THE NATIONAL GUARD. IT ESTABLISHES PROCEDURES AND REFLECTS POLICY OF THE ADJUTANT GENERAL IN ADMINISTERING THE SGLI PROGRAM.

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SECTION III - RECORD OF EMERGENCY DATA  
(DD Form 93 and DA Form 41 and SGLI ELECTION (VA Form 29-8286))

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SECTION IV - COUNSELING

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\*This regulation supersedes KNGR 608-2 dated 21 December 1981.

## SECTION I - GENERAL

### 1. References:

- a. AR 608-2.
- b. AR 600-10.

2. Applicability. The provisions of references in paragraph 1a above are applicable to the Kansas Army National Guard except as modified herein. Commanders at all levels will provide the emphasis to make sure each individual member of the Kansas Army National Guard is afforded the rights, benefits and privileges available from the Servicemen's Group Life Insurance Program (SGLI).

## SECTION II - COVERAGE UNDER SGLI

3. Eligibility for Current Members. Kansas Army National Guard active members are eligible for full-time or part-time coverage. Coverage is extended from date of enlistment or appointment to date of separation or termination, plus free coverage extended for 120 days from date of separation or termination. Member is automatically covered full-time for maximum coverage unless he has declined or requested lesser coverage.

4. Eligibility for Retired Members. Kansas Army National Guard personnel who are separated after completion of 20 or more years of service for retirement and who have not reached their 61st birthday are qualified to be insured under SGLI.

### 5. SGLI Coverage:

a. Full-time coverage means a member is insured regardless when death occurs. Premiums for full-time coverage are as indicated in AR 608-2.

b. Part-time coverage means a member is insured only during specific periods which are as follows:

- (1) Scheduled inactive duty training (IDT).
- (2) A tour of active duty training (ADT) or full-time training duty (FTTD).
- (3) Annual Training (AT).
- (4) While proceeding to or returning from those periods listed in (1) through (3) above.
- (5) Premiums for part-time coverage are as indicated in AR 608-2.

c. Personnel who have separated from the Kansas Army National Guard and who meet the requirements in paragraph 4 above and desire coverage must apply to OSGLI. These personnel should be advised to apply direct to OSGLI on VA Form 29-8713 (Application for Servicemen's Group Life Insurance - Retired Reserve). VA Form 29-8713 may be requisitioned from AGKS-ARP-P. Along with the application, he should furnish a copy of Notification of Eligibility for Retired Pay at Age 60 and a check or money order made payable to SGLI for one month's premium. Premium rates are as indicated in AR 608-2.

d. Non-prior service members awaiting entry on initial (IADT) are afforded the same coverage as listed in 5a and 5b above. Members in a non-pay status, JUMPS-(RC)-Army will accrue the premium amount and make the collection from subsequent earnings.

### SECTION III - RECORD OF EMERGENCY DATA (DD Form 93 and DA Form 41) and VA Form 29-8286 (SGLI Election)

6. Emergency Data Forms. DA Form 41 may continue to be maintained until the form requires a change. When this occurs and a record of emergency data is to be prepared, the DD Form 93 will be prepared, along with the accompanying VA Form 29-8286 (SGLI Election). DD Form 93 will not be prepared simply to have the new form in file. All previous editions of the DA Form will be considered current.

7. Emergency Data Form Uses. The emergency data forms are extremely important because:

a. When completed, they become an official and legal document which designates certain beneficiaries for certain benefits in the event the member is captured, missing, interned or deceased.

b. They provide the names and addresses of the person(s) to be notified in case of emergency or death.

8. Preparation Instructions for DD Form 93. The forms will be prepared as assembled and will be typed or printed using black or blue-black ink. If printed, all capital letters will be used. If typed, upper and lower case letters may be used.

a. Instructions for item-by-item preparation of the form is provided on the reverse side of the duplicate copies.

b. Additional instructions for preparing DD Form DD Form 93 are as follows:

	<u>Item No.</u>	<u>Title</u>	<u>Instructions</u>
(1)	3b	Reporting Unit Code/Duty Station	Mark NA
(2)	8a	Person(s) Not to be Notified Due to Ill Health	Enter reason individual is not notified
(3)	12	SGLI	Enter SEE VA FORM 29-8286
(4)	13	Continuations/ Remarks	If this space is not sufficient to complete entry, use a second DD Form 93. Complete items 1, 2, 14, 15 of Card 2 and continue the entry in the space provided for in Item 4. NOTE 1: This differs from the instructions contained on the form. Entries will be the same as an entry in Item 13. This item will also be used to clarify information con- cerning marital status or other relationships; may give location of the will or other valuable papers and for other information (e.g., to indicate dependency of disabled children).
(5)	14, 15 and 16	Signatures dates	Sign and date all copies in ink.

c. Persons responsible for preparing forms will insure that:

- (1) A complete new form is submitted when there is a change in any one of the items.
- (2) All items are completed or marked as shown in the detailed instructions on the forms.
- (3) The card copies are not stapled, folded or mutilated.
- (4) Forms of more than one card are secured with a paper clip.
- (5) All members read and full understand the instructions to service member and the statement which is to be signed in ink on the first and second copies of the form.

d. Errors may be corrected by marking out the error with a slash (/) and typing or writing the correct information immediately after the slash (/). All corrected information will be initialed by the member.

e. Any item which is the same as a previous entry may be completed by entering "SEE ITEM \_\_\_\_\_".

f. If necessary at time of preparation of the form, member may be required to present documentary evidence to support marriage, divorce, birth of dependent(s) or adoption of dependent(s) when changing an item of such significance.

9. VA Form 29-8286. Each member must have on file a properly completed VA Form 29-8286. A member may elect to waive rights to SGLI or to reduce the amount of coverage from the maximum allowable amount to a lesser amount by indicating this election in his/her own writing in the space provided. Distribution of completed forms is as follows:

- a. Copy 1 - MPRJ.
- b. Copy 2 - Member.
- c. Copy 3 - PFR (premium deduction will be initiated).
- d. Copy provided to AGKS-ARP for member who waives or takes a lesser amount.

10. VA Form 29-8285. Members who have previously waived the right to be insured or elected a reduced amount of insurance coverage and later wish to obtain or increase coverage must apply in accordance with paragraph 2-9, AR 608-2. All copies of VA Form 29-8286 and Copy No. 2, VA 29-8285 will be filed in the individual's Military Personnel Records Jacket (DA Form 201) pending notice of acceptance from the Office of Servicemen's Group Life Insurance (OSGLI).

11. Review and Update of DD Form 93, DA Form 41 and VA Form 29-8286.

- a. The forms will be reviewed -

- (1) During out-processing or in-processing.
- (2) Annually, during the birth month of member.

b. The date of review will be entered in pencil below item 16 on DD Form 93, or in item 20, DA Form 41, on the copy filed in the MPRJ. Upon reviewing the VA Form 29-8286 and a change is required, a new form will be prepared. To increase SGLI coverage, prepare a new VA Form 29-8286 and comply with para 10 above. If no update is required, the date of review will be entered in pencil on the bottom margin of the form.

c. The member concerned will have a new form prepared when there is a change in any item.

12. DD Form 93, Privacy Act Statement. During the preparation of record of emergency data, AGO Kan Form 93, will be provided to the member.

#### SECTION IV - COUNSELING

13. Counseling Requirements. Paragraph 3-19, AR 608-2 designates counseling requirements. Commanders at all levels must insure that these requirements are adhered to.

14. Coverage After Separation. Personnel who are insured under the basic full-time coverage are covered under SGLI for 120 days after separation. See AR 608-2 for additional information. Commanders will advise all members upon separation that their dependents should be advised that if they should die within 120 days after separation from the National Guard, they should contact the nearest National Guard unit for assistance in processing claim.

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THE PROPONENT OF THIS REGULATION IS THE OFFICE OF THE ADJUTANT GENERAL OF KANSAS. USERS ARE INVITED TO SEND COMMENTS AND SUGGESTED IMPROVEMENTS TO THE ADJUTANT GENERAL OF KANSAS, ATTN: AGKS-ARP, P.O. BOX C-300, TOPEKA, KANSAS 66601.

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BY ORDER OF THE GOVERNOR:

OFFICIAL:



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